

NARA Phased Reopening Plan

February 2, 2021 update





NARA will reopen in phases.

Phase One: Limited Operations	Phase Two: Partial Operations	Phase Three: Adjusted Operations
<ul style="list-style-type: none">• Research rooms and museum exhibits remain closed to the public; no in-person public programs.• Staff:<ul style="list-style-type: none">– At A1, A2, and NPRC, 5%-10% of staff may enter the building at one time; at other facilities, 10%-20% of staff.– Some non-telework staff may return on a regular basis, up to 40 hours per pay period.– Enhanced telework: Teleworkers can telework up to 5 days per week.– Employees in high-risk groups will remain on telework or weather & safety leave.• Nonessential travel is prohibited; essential travel is limited.	<ul style="list-style-type: none">• Research rooms and museum exhibits remain closed except for brief, limited openings approved to test social distancing procedures; library exterior grounds may reopen to the public; no in-person public programs.• Staff:<ul style="list-style-type: none">– At A1, A2, and NPRC, up to 20% of staff may enter the building at one time; at other facilities, up to 25% of staff may return.– Some non-telework staff may return on a regular basis, but fewer than 80 hours per pay period.– Enhanced telework: Teleworkers can telework up to 5 days per week.– High-risk employees will remain on telework or weather & safety leave.• Nonessential travel is prohibited.	<ul style="list-style-type: none">• Select research rooms & museum exhibits will open with limited hours and strict social distancing procedures; no food service or in-person public programs.• Staff:<ul style="list-style-type: none">– All facilities will continue to limit the number of staff in the building at one time.– Enhanced telework (5 days per week) will be available where it doesn't interfere with agency operations.– High-risk employees may work on-site, but not in public facing activities.• Nonessential travel may resume with some restrictions.



Each NARA facility will move to Phase One when it meets 10 criteria.

- 1. State and local government Movement Control Orders (MCO)** permit NARA Phase One on-site work functions and travel for commuting.
- 2. Local public health conditions** meet NARA targets of: (a) new cases of 200 or fewer per 100,000 population over the last 14 days; and (b) positivity rate of 10% or lower over the last 14 days.
- 3. NARA Phase One on-site work functions** are defined, sufficient staff are available to accomplish on-site work, and on-site work is scheduled.
- 4. Personal Protective Equipment (PPE)** is available for staff, including face coverings, disposable gloves, disinfectant, and hand sanitizer.
- 5. Cleaning.** Custodial contractors are ready and able to perform routine disinfecting and deep cleaning, and local procedures are established for disinfecting equipment and surfaces that custodial staff does not clean.
- 6. Public Transit.** Sufficient staff are available and can be recalled to perform Phase One on-site work functions, and are not limited by the availability of public transportation.
- 7. Dependent Care.** Sufficient staff are available and can be recalled to perform Phase One on-site work functions, and are not limited by the availability of dependent care.
- 8. Social Distancing.** National and local procedures are in place to enforce appropriate social distancing.
- 9. Entry Screening.** National and local procedures are in place to ensure employee self-certification of health status prior to reporting for on-site work.
- 10. Contact Tracing.** National and local procedures are in place to report a potential exposure to facility occupants while maintaining confidentiality of the sick person.



NARA has established 5 criteria for NARA facilities to move to Phase Two.

1. **Local public health conditions** permit the functions and supporting travel, because:
 - (a) State and local MCOs permit Phase II on-site work functions and travel; and
 - (b) The county where the facility is located has both: (i) new cases of 200 or fewer per 100,000 population over the last 14 days; and (ii) positivity rate of 10% or lower over the last 14 days.
2. **NARA Phase Two on-site work functions** are defined, procedures are in place to safely accomplish on-site work, and on-site work is scheduled.
3. **Staff availability.** Sufficient staff are available and can be recalled to perform priority on-site work functions, with consideration for limitations on the availability of public transportation and dependent care.
4. **Personal Protective Equipment (PPE) and cleaning.**
 - (a) Each facility has sufficient supplies of PPE available for staff, including face coverings, disposable gloves, disinfectant, and hand sanitizer.
 - (b) Custodial contractors are ready and able to perform routine disinfecting and deep cleaning, and local procedures are established for disinfecting equipment and surfaces that custodial staff does not clean.
5. **COVID-19 procedures.** National and local procedures are in place to protect staff, report activities, and enforce rules for social distancing, entry health screening, and contact tracing.



Phase One on-site work functions.

	Some functions normally require little personal contact.	Some functions have modified procedures to reduce contact.	Some functions will continue, but some tasks will not be performed in Phase One.
Reference	Offsite archival reference	FRCP Operations (AFO) reference	NPRC reference (interfiles suspended)
Records moves		Research Services records moves (batches of 40 LGA boxes or fewer)	FRCP T&D (will be assigned in batches of 25 FRC boxes or fewer)
Exhibits	Exhibit maintenance	De-installation of exhibits; Return of loaned records and artifacts	
Digitization	Digitization projects (archival records)	Digitization labs	Digitization partnerships (require case-by-case review)
Declassification		National Declassification Center; FOIA and Special Access review	
Preservation			Preservation (excludes preservation of records on exhibit)
Administrative		Laptop deployment; PIV badging	On-boarding new employees (telework-ready only)



Phase Two will continue Phase One work functions, with some additions.

	Phase One <i>modified</i> on-site work functions		Additional Phase Two on-site work functions
Reference	<ul style="list-style-type: none">• Offsite archival reference• FRCP Operations (AFO) reference	<ul style="list-style-type: none">• NPRC reference (interfiles suspended)	<ul style="list-style-type: none">• Requests for restricted records• Reproduction orders
Records moves	<ul style="list-style-type: none">• Research Services records moves (40 LGA boxes or fewer)	<ul style="list-style-type: none">• FRCP T&D (25 FRC boxes or fewer)	
Exhibits	<ul style="list-style-type: none">• Exhibit maintenance	<ul style="list-style-type: none">• De-installation of exhibits;• Return of loaned records and artifacts	<ul style="list-style-type: none">• Public access to library exterior grounds• Plan and design exhibits
Digitization	<ul style="list-style-type: none">• Digitization projects (archival)• Digitization labs	<ul style="list-style-type: none">• Digitization partnerships (require case-by-case review)	<ul style="list-style-type: none">• FRCP document conversion
Declassification	<ul style="list-style-type: none">• National Declassification Center• FOIA and Special Access review		<ul style="list-style-type: none">• Limited return of agency declassification reviewers
Preservation	<ul style="list-style-type: none">• Preservation (excludes preservation of records on exhibit)		<ul style="list-style-type: none">• Preservation of records on exhibit
Administrative	<ul style="list-style-type: none">• Laptop deployment• PIV badging	<ul style="list-style-type: none">• On-boarding new employees (telework-ready only)	<ul style="list-style-type: none">• Fulfill online store orders



Shared responsibilities to protect your health and the health of others.

Face coverings are required	6-foot social distancing is required	Assess your health before reporting for duty	Sign in and sign out of the facility each day
<ul style="list-style-type: none">• Everyone must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times in NARA facilities, except when alone in a closed office, alone in stack space, or when eating or drinking alone. Masks are required on NARA grounds when physical distancing is not possible.• In facilities with security service, you will be required to briefly lower your face covering on entry to verify identity.• Staff who refuse to wear a face covering will be denied access to NARA facilities.	<ul style="list-style-type: none">• Employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary.• All meetings will be virtual, including for on-site staff.• Access and occupancy will be restricted for conference rooms, common areas, elevators, and restrooms.• Government vehicles will be limited to one passenger per row of seating.• Follow local procedures and signage.	<ul style="list-style-type: none">• Do not come to work if you feel sick.• You must take your temperature and assess your health every morning before reporting for duty.• Do not come to work if:<ul style="list-style-type: none">- You have COVID-19 symptoms;- You have been diagnosed with COVID-19; or- You have been in close contact with someone who has been diagnosed with COVID-19.	<ul style="list-style-type: none">• All staff must sign (or badge) in and out of the facility when working on-site, so we know who's on-site each day.• We will notify you if a person you worked with later reports COVID-19 symptoms or diagnosis, or if they had close contact with someone else who was diagnosed with COVID-19.• If you had close contact (within 6 feet for 15 min. or longer) with a sick coworker, you will be placed on 10-day home isolation (telework or weather & safety leave).

Operational changes to better protect the health of returning staff.

Work schedules will be different	Increased disinfecting and cleaning	Facility operations changes to improve safety	Amenities will be limited
<ul style="list-style-type: none"> • Most non-supervisory staff will work on-site fewer than 8 hours per day • Staff will have a flexible time band in which to arrive. • Most staff who work on-site will be there fewer than 80 hours per pay period. • Supervisors will rotate so that there is always an on-site supervisor. • Staff should raise concerns with their supervisor, the on-site supervisor, or AFGE Council 260. 	<ul style="list-style-type: none"> • Custodial contractors have increased routine disinfecting of hard surfaces and have NARA procedures for deep cleaning when needed. • Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each use with disinfectant wipes. Please follow local procedures. • NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. 	<ul style="list-style-type: none"> • NARA has changed settings on Heating, Air Conditioning, and Ventilation (HVAC) systems to increase the circulation of air. • NARA has installed high-efficiency filters in air filters servicing office or public space. • All water systems were flushed and chemistry checked before reopening NARA facilities to ensure any stagnant water was removed. 	<ul style="list-style-type: none"> • Cafeterias and food services will remain closed. • Vending machines will be routinely disinfected but may not be restocked. • Break rooms and lunch rooms will be open with strict social distancing. • Water fountains will be available to refill bottles but not for drinking. • Fitness centers and gyms will be closed. • The A1/A2 shuttle may not run.



Take action now to prepare to return to work.

1. Take “Returning to Work” training.

- Call 187SOSNARA1 to hear a recorded message providing basics on reopening safety.
- Go to the NARA Learning Center (at nara.csod.com) to take the 15-minute training module, “COVID 19: Returning to Work Safely.”

2. Review NARA procedures on the ICN COVID-19 Coronavirus Resources page here:

<https://icn.nara.gov/groups/covid-19-coronavirus-resources>.

- [COVID-19 Fact Sheet #1, Workplace flexibilities](#)
- [COVID-19 Fact Sheet #3, Sanitizing work surfaces](#)
- [COVID-19 Fact Sheet #8, Contact Tracing](#)
- [COVID-19 Fact Sheet #9, Health Screening](#)
- Social Distancing procedures for [all NARA](#), FRCP [transfers](#) and [dispositions](#), and Research Services [records moves](#).

3. Review local procedures when they become available. Some local procedures may not be available until you return to the physical worksite.